

PENINSULA AIRPORT COMMISSION

MINUTES

April 28, 2016

PRESIDED: James Bourey

The regularly scheduled meeting of the Peninsula Airport Commission was held on Thursday, April 28, 2016 at 8:00 a.m. in the Airport Commission Room at the Newport News/Williamsburg International Airport.

Commissioners present were:

James Bourey, LaDonna Finch, Aubrey Fitzgerald, Steve Mallon and George Wallace.

Executive Director

Mr. Ken Spirito

Assistant Executive Director

Ms. Melissa Cheaney

Director, Air Service, Marketing & PR

Ms. Jessica Wharton

Director, Finance and Administration

Ms. Renee Ford

Legal Counsel

Mr. Herbert V. Kelly, Jr.

Ms. Robyn Hansen

Executive Assistant

Ms. Rhonda Wissinger

Public in Attendance

J. Elias O'Neal-The Daily Press

Katharine Westfall- Jones, Blechman, Woltz & Kelly

Chief Rittenhouse- PAC Chief of Public Safety

Trevor Wheelock- PAC Operations Supervisor

Heather Wilson-PAC Operations Supervisor

COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

Mr. Herbert V. Kelly, Jr. announced that Ms. Katharine Westfall passed the Virginia State Bar. The Commission congratulated her on this great accomplishment.

MINUTES OF COMMISSION MEETING HELD MARCH 25, 2016

RESOLVED, that the Peninsula Airport Commission approve the minutes of the Commission meeting held March 25, 2016.

Commissioner Aubrey Fitzgerald made the motion to adopt the March 25, 2016 minutes. Commissioner George Wallace seconded the motion.

Voting yes were:

James Bourey, LaDonna Finch, Aubrey Fitzgerald, Steve Mallon and George Wallace.

ASSISTANT EXECUTIVE DIRECTOR

Ms. Cheaney, Assistant Executive Director, gave the following report:

- Trevor Wheelock- Ms. Cheaney introduced Trevor Wheelock, our new operations supervisor. Mr. Wheelock is a graduate from Hampton University and we are happy to have him on staff. Mr. Spirito, Executive Director, reported that Mr. Wheelock was recommended to us by a City Employee and was brought onboard as an unpaid intern. He was an unpaid intern for some time and we were able to introduce him to every aspect of aviation and airport operations. We wanted to give him some experience he could put on his resume. We were able to secure a grant from the AAE Southeastern Chapter to allow us to provide a paid internship for Mr. Wheelock. We used this opportunity to test his skills and see if he would be a good fit for the operations team. He did a great job and we offered him a full time position as an Operations Supervisor and are happy to have him on our staff.
- Heather Wilson, Operations Supervisor attended a leadership session at Dulles Airport along with Mr. Ken Spirito, Executive Director. Mr. Spirito lectured at the leadership session and was glad Ms. Wilson was there to interact with people in the industry. Mr. Spirito complemented Ms. Wilson on doing a phenomenal job.
- Chief Rittenhouse, Chief of Public Safety, reported that the airport remains a safe place and that crime statistics are relatively low. He also reported that we have seen a lot of internet crime resulting in the arrests of two people. Our objective is to help people that travel through our airport remain safe. Chief Rittenhouse stated he is proud of his dedicated staff of officers and Mr. Spirito, Executive Director, commended Chief Rittenhouse on a job well done!

DIRECTOR OF AIR SERVICE, MARKETING AND PUBLIC RELATIONS

Ms. Jessica Wharton, Director of Air Service, Marketing and Public Relations, gave the following report:

- Passenger numbers for the month of March were increased 3.7%. Year-to-date our passenger numbers are 2.6% and seat capacity is increased. We have not received the passenger numbers from Norfolk International Airport or Richmond International Airport yet.

DIRECTOR OF FINANCE & ADMINISTRATION

Renee Ford, Director of Finance & Administration gave the following report:

Ms. Ford reported the Airport's revenues were 5.4% better than budget and 8.8% below last March 2016. Our expenditures for March 2016 totaled 4.8% below budget and 12.3% less than March 2016.

Ms. Ford also reported that the budget will be brought to the board for approval at the next board meeting.

CLOSED MEETING

BE IT RESOLVED, that the Commission enter into a Closed Meeting pursuant to the Virginia Freedom of Information Act; Section 2.2-3711.A. pertaining to:

Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. Specifically, the Commission will discuss the disposition of publicly held real property.

Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community. Specifically, to discuss perspective business in the expansion of existing air service where no previous announcement has been made.

Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Specifically, to consult with counsel regarding legal issues that require consultation with counsel.

Commissioner Aubrey Fitzgerald made the motion, seconded by Commissioner George Wallace to hold a closed meeting.

Voting yes were:

James Bourey, LaDonna Finch, Aubrey Fitzgerald, Steve Mallon and George Wallace. The Commission entered into a Closed Meeting at 8:11 a.m. and reconvened in Open meeting at 9:18 a.m. Upon reconvening, it was

RESOLVED, that to the best of the Commission's knowledge, only public business matters lawfully exempt from open meeting requirements, and only such public business matters as were identified in the motion by which the Closed Meeting was convened, were heard, discussed or considered in Closed Meeting.

Voting yes were:

James Bourey, LaDonna Finch, Aubrey Fitzgerald, Steve Mallon and George Wallace.

MEMORANDUM OF AGREEMENT OF PLAZA AND JEFFERSON

The Commission would like to authorize the Chairman, Mr. James Bourey, to execute the Memorandum of Agreement of Plaza and Jefferson, subject to legal counsel review and approval of the document.

RESOLVED, that the Peninsula Airport Commission authorize the Chairman, Mr. James Bourey, to execute the Memorandum of Agreement of Plaza and Jefferson, subject to legal counsel review and approval of the document.

Commissioner Steve Mallon made the motion and Commissioner George Wallace seconded the motion.

Voting yes were:

James Bourey, LaDonna Finch, Aubrey Fitzgerald, Steve Mallon and George Wallace.

EXECUTIVE DIRECTOR 'S REPORT

Mr. Ken Spirito, Executive Director, gave the following report:

Mr. Spirito had nothing more to report at this time.

ADJOURNED

There being no further business, the meeting was adjourned at 9:20 a.m.

NEXT MEETING

The next meeting of the Peninsula Airport Commission will be held on Thursday, May 26, 2016 at 8:00 a.m. in the Commission Room.